



Certificate of Occupancy (CO)

Walk In Application Only
(Do Not Fax or Email application)

101 W. Abram Street, 2nd Floor
(817) 459-6502



Please **print** clearly:

Tenant's (**individual-not company**) Name*: _____

Tenant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email*: _____

***A copy of a current government photo ID is required to be submitted for the tenant and applicant.**

***A Certificate of Occupancy will be delivered to the Email provided above (Please verify email).**

NOTE: If the applicant is a different person than the tenant, then the following section must be completed by the applicant:

Applicant's (**individual-not company**) Name*: _____

Applicant's Mailing Address*: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email: _____

Business Owner's (business or personal) Name: _____

Business Owner's Representative (**individual-not company**) Name: _____

Representative's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email: _____

In the event of an emergency, who should the Fire Department contact? You may check up to two emergency contacts.

Please ensure that a home or cell phone number is provided for all emergency contacts.

☐ Tenant ☐ Applicant ☐ Business Owner ☐ Other

If you checked Other, please provide name: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email: _____

CO Location Address: _____ **Suite:** _____

Proposed Business Name: _____

Mailing address, if different from location: _____

Please check only one:

- | | |
|---|--|
| <input type="checkbox"/> New Tenant | <input type="checkbox"/> Expanding/Increasing Lease Space |
| <input type="checkbox"/> Existing Business/New Owner | <input type="checkbox"/> Shell Building/House Lights |
| <input type="checkbox"/> Same Business Owner/New Business Name | <input type="checkbox"/> Clean and Show |

Please check only one:

- ☐ **There is an Active Building Permit for this location**
☐ **There is not an Active Building Permit for this location**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

All application fees for Certificate of Occupancy are non-refundable. The application review will not begin until all fees have been paid, addresses verified, and the correct number and types of plans, if any, are received.

Signature of Permit Applicant _____ DATE _____

Applicant Name (Printed) _____ Applicant is ____ Tenant or ____ Authorized Agent

Please answer the questions on the following page. Incomplete applications will not be accepted.

1) Are you ready for an inspection? *Please read page 3 for instructions on requesting inspections.*

- a. ☐ Yes, I am ready for an inspection
b. ☐ No, I will request the inspection at a later date

2) Is this CO location address served by its **OWN**:

- a. Electric Meter ☐ Yes ☐ No
b. Gas Meter ☐ Yes ☐ No

3) Brief description of the proposed use of the site: _____

If applying for a **"Clean and Show CO,"** then **STOP** here. **All others**, answer questions 4 – 26

- 4) Proposed Business Name: _____
- 5) Area (square feet) of Building or Tenant Space: square feet = _____
- 6) Is this an Alternative Financial Institution? ☐ Yes ☐ No
- 7) Is this a Multi-Family location? ☐ Yes ☐ No
If yes then complete addendum – ask for a copy
- 8) Is this a Storage Unit (mini warehouse facility)? ☐ Yes ☐ No
If yes then complete addendum – ask for a copy
- 9) If you answered "Yes" to 7 or 8, what is the number of buildings on the property? _____
- 10) Are you enlarging a tenant space, combining suites or portions of suites? ☐ Yes ☐ No
If yes, List lease Spaces being combined _____
- 11) Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipment? ☐ Yes ☐ No
If yes, specify the type of product and the projected quantities and attach to application.
- 12) Will there be any spray painting on premises? ☐ Yes ☐ No
- 13) Will you handle or use any hazardous or toxic chemicals such as but not limited to oxidizers, corrosive liquids, poisonous gases, and radioactive materials? ☐ Yes ☐ No
If yes, specify the type and projected quantities and attach list.
- 14) Will the principal use of the building or tenant Space be used for warehousing? ☐ Yes ☐ No
a) If yes, what materials will be stored? Attach list if necessary. _____
b) What percentage will be used for warehousing? %
c) Will the materials be stored in racks? ☐ Yes ☐ No
d) How high will materials be stacked? feet = _____
- 15) Will the building be equipped with a fire sprinkler system or a standpipe system? ☐ Yes ☐ No
- 16) Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines? ☐ Yes ☐ No
- 17) Will alcoholic beverages be sold for consumption on the premises? ☐ Yes ☐ No
- 18) Will sexually-oriented business or adult entertainment be conducted or be present on premises? ☐ Yes ☐ No
- 19) Will a swimming pool be located on the premises? ☐ Yes ☐ No
- 20) Will this facility be providing supervision for 13 or more unrelated children, under the age of 14, for periods of time less than 24 hours? ☐ Yes ☐ No
- 21) Will a septic tank, grease trap or sand trap be used on the premises? ☐ Yes ☐ No
- 22) Are any Raw Materials Stored Outdoors? ☐ Yes ☐ No
- 23) Will any manufacturing take place on the Premises? ☐ Yes ☐ No
- 24) Will any liquid wastes or sludge be generated which are not disposed of in the sewer system? ☐ Yes ☐ No
- 25) Will any form of waste water pre-treatment be utilized at this location? ☐ Yes ☐ No
- 26) Will combustible dust be generated (sawdust, fine metal shavings, grain processing/storage, etc.? ☐ Yes ☐ No

FOR STAFF USE ONLY: Planner: _____ **Date:** _____ **Application Review Completed?** ☐ Yes ☐ No
Proposed Zoning Use: _____ Zoning District: _____ Zoning Overlay: _____
Is this Use Allowed? ☐ Yes ☐ No ☐ With SUP, refer SUP case number: _____
Is this a 'Change of Use in ED Overlay'? ☐ Yes ☐ No If yes, what is the completed ZSP AMANDA Sequence #: _____
Proposed Parcel Land Use: _____
Plans Examiner: _____ **Date:** _____ **Application Review Completed?** ☐ Yes ☐ No
Previous Use: _____ Is this a change of use, per Building Code? ☐ Yes ☐ No
Change of Use Packet Received? ☐ Yes ☐ No Occupancy Group: _____ Other: _____



Certificate of Occupancy Application Review & Inspection Procedures

This page provides general information about the Certificate of Occupancy (CO) process. A building or tenant space may not be occupied, and the business may not be operated, until the CO is issued. Making application for a CO is not a guarantee that a CO will be issued. For any questions about zoning or land use, please visit the **One Start Center** on the second floor of City Hall. Gas and/or electric utilities will not be released until all of the appropriate departments have approved the CO application. **The applicant can either pick up or have an emailed copy of the issued CO from the One Start Center after all the inspections are approved. Issued COs will be emailed to the applicant, not mailed.**

Important - if you are making application for a **new use** or a **use different than the previous use**, you may be asked for additional **"Change in Use"** information such as existing & proposed floor plans, parking analysis, etc. **The inspection will not be scheduled for the following business day.** A review of the additional information (e.g., floor plan, parking analysis) will take approximately 2 to 3 business days and may reveal the need for a building permit and/or possible denial of the CO application.

Required Inspections:

Department	New Tenant	New Owner	New Name	Clean & Show	Shell	Expanding
Building Ins.	X	X		X	X	X
Fire Dept.	X	X	X		X	X

CO applications submitted after 3:30 pm may be scheduled for an inspection the day following the next business day. If you checked **"YES, I am ready for an inspection,"** both Building Inspections and the Fire Department will schedule your inspection for the next business day upon approval of the application. You must have the building open all day; or call the appropriate Building Inspector and the Fire Prevention Office at the number listed below **between 7:30 am and 8:00 am** for a time frame.

- The Building Inspector will inspect the premises to verify compliance with zoning, building, plumbing, mechanical and electrical codes.
- The Fire Inspector will inspect the premises for compliance with the Fire Code.
- **The building must be unlocked for all inspections.** No one is required to accompany the inspector on the inspection. Please note that the Building Inspector and Fire Inspector work independent of each other and may arrive at different times.

Building Inspector:

- | | |
|--|--|
| <input type="checkbox"/> Jeff Riffle @ 817-459-6679 | <input type="checkbox"/> Ron Poppe @ 817-459-6680 |
| <input type="checkbox"/> Dennis Kirkpatrick @ 817-459-6681 | <input type="checkbox"/> Guy Lux @ 817-459-6687 |
| <input type="checkbox"/> Tim Oberg @ 817-459-6677 | <input type="checkbox"/> Chuck Lowe @ 817-459-6675 |

Building Inspections requested before 7:00 a.m. at 817-261-8817 will be performed on the same day.
Building Inspections requested after 7:00 a.m. will be performed the following business day.

Fire Inspector:

If you checked **"No, I will request an inspection at a later date,"** or if you require a time frame for your next day inspection, you must call the Fire Prevention Office at **817-459-5539** no later than 8:30 a.m. the day of the inspection. Please read the attached letter from the Fire Marshal in reference to your Annual Fire Inspection.

All **Multi-family new tenant, new name, new ownership** CO applicants will be contacted by Code Compliance Services to arrange the CO inspections (**817-459-6271**). Building Inspections or Fire Department will not perform CO inspections for Multi-family new tenant, new name or new ownership CO applications.